

Sheraton Indianapolis Hotel & Suites

8787 Keystone Crossing
Indianapolis, IN 46240
(317) 846-2700

This form MUST be used if you wish IDOE to directly pay your overnight lodging. Do not make your reservations on the phone. We will not refund lodging expenses to anyone who has not used this form.

Site Survey Training November 17-18, 2005 (Option #2)

Name of Group: *Indiana School Safety Specialist Academy*
Indiana Department of Education
Code: SCHO-05

You are eligible for lodging expenses if you travel over 50 miles to the hotel location.

Training: November 17-18, 2005. Reservation for November 16 and/or 17, 2005.

Guest Name: _____
Please Print *Last Name* *First Name*

Date of Arrival: _____ Date of Departure: _____

Guest Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____
(area code)

AmEx/MC/Visa/Discover Card # _____ Exp. _____

Signature _____ SPG# _____ exp. _____
(Starwood Preferred Guest)

Rooming Accommodations

- ☐ Standard King Bed
- ☐ Standard Double Bed
- ☐ Accessible Room
- ☐ Non-Smoking
- ☐ Smoking

- **Hotel reservations will be accepted by returning this form by fax to (317) 574-6780.** IDOE will **not** pay lodging costs for additional guests in your room, or for upgraded rooms, suites, extra cots, etc. You must make arrangements with the hotel for that additional charge. Phone calls and miscellaneous charges will not be covered by the *Indiana School Safety Specialist Academy*.
- The Indiana Department of Education will direct bill your lodging, but you must first reserve the room with a credit card. A credit card number is required to make reservations. The credit card will only be charged if you fail to notify the hotel of a cancellation at least 48 hours prior to arrival. If you wish to receive confirmation that your reservation has been made, you may call 1-317-574-6735 or email: kmccorkle@starwoodhotels.com. Please allow time for processing.
- Check-in is 3:00pm. Rooms may not be available for early check-in. Check-out is 12:00 noon. Please make every attempt to check-out before the conference morning sessions begin. Additional charges apply for late check-outs and unplanned early check-outs.

Reservations must be received no later than October 25, 2005 and must be faxed on this form.
Reservations made after **October 25, 2005**, will be accepted on a space and rate availability basis.

